



MANUFACTURED AND MODULAR STRUCTURE

PERMIT CHECKLIST PUBLIC WORKS BUILDING DIVISION 206-973-4750

THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WHEN APPLYING FOR A PERMIT:

- ___ Complete Permit Application.
- ___ Verification of Contractors State License
- ___ State Installation Certificate & expiration date.
- ___ City of SeaTac Business License
- ___ Provide verification of Water and Sewer availability.
- ___ Receipt of Permit Fee of \$250.00.
- ___ Soils Report (*Unless waived by the Building Official.*)
- ___ Provide the manufacturer's name, model number and serial number of the home.

Provide the following information if the home is being installed within a manufactured home park.

- ___ (3 copies) A site plan showing the proximity of other buildings and homes on all surrounding lots.
- ___ (3 copies) Provide a site plan showing the location of the lot within the park's approved site plan.
- ___ (2 copies) Foundation and/or tie-down plan.
- ___ (2 copies) Manufacturer's installations instructions.

Provide the following information if the home is being installed on a private lot.

- ___ **SITE PLAN** (3 copies) Scale plans to most appropriate engineering scale, 1"=10' or 1"=20'.

- Survey of property showing all property lines, building(s), property lines between buildings, and adjacent streets. Show location of all utilities.

NOTE: All utilities shall be installed underground. i.e. Electrical, Cable, and Telephone for all new construction.)

- Square footage of the lot and proposed building(s).
- Location of the closest fire hydrants and the driveway.
- Drainage Plan (*include any natural drainage courses*) (*See Residential Drainage Checklist*).
- Utility Plan, show all utilities: water, sewer, electrical, cable, and telephone.
- Siltation Control Plan.

___ (2 copies) foundation and/or tie-down plan. If the design does not exactly match the manufacturer's instructions, this plan shall be stamped and signed by a Washington State licensed architect or engineer.

___ (2 copies) Manufacturer's installation instructions. This may include the foundation and tie-down plan.

___ Show compliance with the Sound Transmission Code (*if applicable*).

NOTE: A DRC meeting must be attended prior to commercial structure submittal, and the Commercial Checklist must also be used.

IMPORTANT NOTICE:

A separate electrical permit is required for all installations. Separate mechanical and plumbing permits may be required. However, the connection to existing plumbing and gas systems may be done under this permit provided the connection is made by the contractor, or installer, listed on the permit and no new piping is installed.